



Job Description

Position: Chief Executive Officer (CEO)	Status: Executive full-time staff & Officer	Date: July 4, 2008
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Fundamental function of the CEO:

The CEO of Resources North Association is expected to:

- ✓ Implement the strategic goals and objectives of the organization,
- ✓ With the Chair, enable the Board to fulfill its governance function and,
- ✓ Give direction and leadership toward the achievement of RNA's philosophy, mission, strategies, and its annual goals and objective.

Overview of Position:

The CEO is the most senior staff position with the Association and reports to the Board of Directors. The CEO must play a strong leadership role with the Board, association members, and staff to develop strategic direction for the Association. The CEO plays a prominent role in marketing RNA, building partnerships and relationships with related agencies and organizations, industry sectors, local governments, First Nations and researchers. Building buy-in and support at senior levels for the work of the Association, developing strategies that move programs and projects forward and raising partnership funding are significant duties of the CEO.

The CEO will be a prominent face and voice for the Association, developing with the Board clear messages of our goals and objectives and delivering those messages in a variety of forums and formats. The CEO will represent the balance of the interests of the BOD and its membership and demonstrate a high degree of confidence and respect in the Association.

Numerous guiding documents, to be brought to the BOD, will be the overall responsibility of the CEO. These include Strategic Plans, Business Plans, Financial Plans and Annual Budgets, Annual Work Plans, Strategy (White) Papers, Briefings and Policies.

Key Responsibilities and Duties:

1. Acting in the capacity as the senior officer for the Association, presiding at all meetings of the society including Chairing Annual General Meetings and reviewing agendas, minutes, Special Resolutions, elections and annual reports.
2. Representing the Association in national and international affiliate networks (e.g. the Canadian Model Forest Network and International Model Forest Network) and related initiatives.
3. Providing senior oversight, leadership and management of the operations and business of the Association, its programs and its projects and financial management.
4. Maintaining a professional office with competent staff, a positive and safe work environment, and efficient and effective use of resources.
5. Supervising management staff reporting to the CEO and ensuring performance monitoring and review policies and procedures are in place for all staff and contracted positions.
6. Responsible for the development and Board review of documents, reports and materials guiding the Association's activities affecting both Board and operations. These include such documents as Strategic Plans, Business Plans, Financial Plans and Annual Budgets, Annual Work Plans, Strategy (White) Papers, Briefings and Policies.
7. Working closely with the Board Chair to address strategic and policy matters, and to ensure the Board, committees and meetings are active, engaged and effective.
8. Participating in committee, program, and project meetings where warranted and where able.
9. Developing effective solutions that address periodic issues or challenges facing the forest-based communities that the Association operates within.
10. Acting as a prominent face and voice for the Association, developing a marketing strategy with clear messages of our goals and objectives and delivering those messages in a variety of forums and formats.
11. Representing the balance of the interests of the BOD and its membership and demonstrating and fostering a high degree of effectiveness and respect within and for the Association.

Key Skills, Abilities and Experience:

1. Abilities and skills in **strategic thinking, planning** and **scoping** (environmental scans).
2. Executive level experience; familiar and successful in **engaging** with politicians and senior executives.
3. Exhibits **leadership** qualities that build confidence and support within the BOD, management and staff, Association members and those we work with.
4. Excellent **communication** skills, able to clarify complex ideas, write well, and speak with clarity and confidence to a variety of audiences and individuals.
5. Able to **manage multiple issues** and a demanding workload that addresses the needs of multiple interests.
6. Through **management** skills, able to maintain the focus of an **effective** organization to ensure delivery of objectives and outputs.
7. Demonstrated **negotiation and facilitation skills** and abilities, both one-on-one and in group settings.
8. Able to act as a **champion** for the Association's goals and objectives through positive, energetic, clear, and articulate messaging with those that can influence and support our work.
9. Able to **analyze and simplify** complex issues and subjects.

Location and Salary:

1. The position is located in Prince George, British Columbia.
2. The salary and benefits will be negotiated and in the range of senior executives within government or industry or within the range of other association CEOs.
3. The CEO will have a sufficient travel budget, approved by the BOD, and regular travel within BC and Canada will be expected as well as the occasional international trip.

Approved on behalf of the Resources North Board of Directors:



Chair, RNA Board

July 4, 2008

Date